MINUTES
Strategic Planning Committee

DATE	February 11, 2004
TIME	10:00 AM
LOCATION	Kinkead Building, 6th Floor Conference Room Carson City
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office	✓	Co-Chair – Perry Comeaux, Department of Administration	✓
Ken Adams, DoIT	✓	Alisanne Maffei, DoIT	✓
Birgit Baker, DETR	✓	Dave McTeer, DOA	✓
Mark Blomstrom, DoIT	✓	Shelly Person, DoIT	
Chuck Chinnock, Taxation	✓	Randy Potts, DoIT	✓
Robert Chisel, NDOT	✓	Keith Rheault, Education	
Terry Crawforth, Wildlife		Kathy Ryan, DoIT	✓
Myla Florence, DETR	✓	Terry Savage, DoIT	✓
Jeanne Greene, Personnel		Scott Sisco, Cultural Affairs	
Don Henderson, Agriculture		P. Forrest Thorne, PEBS	✓
Freeman Johnson, CNR	✓	Giles Vanderhoof, Military	✓
Sara Jones, Cultural Affairs		Mike Willden, DHR	✓
Dave Kieckbusch, DPS	✓	Doug Walther, B&I	✓
Ginny Lewis, DMV	✓		

CALL TO ORDER

I   Introduction

- Perry Comeaux called the meeting to order.

II   Review and Approval of the Minutes

- After review of the January meeting minutes, it was motioned to accept the minutes and seconded. There were no other comments. The minutes from January 7, 2004 were accepted as presented.

III   Committee Chair and Membership

- Perry Comeaux welcomed the new membership to the committee meeting; introductions were made of the new attendees, Giles Vanderhoof, Military, and Birgit Baker, DETR.

IV Discussion

- The <u>IT Project Prioritization Process</u> was discussed. The subcommittee presented an update on the weights as requested. Weights and ranking process, thresholds, content and dates of review were reviewed and agreed upon. The non-point criteria purpose was discussed. The corresponding changes to the Ranking Form were made.

  A discussion occurred on how to deal with projects underway that meet the evaluation criteria. It was agreed to develop an updated summary sheet of these projects.

- The <u>State of Nevada</u> <u>Enterprise IT Strategic Planning</u> interviews conducted to date and process was discussed; the interview schedule has commenced.

- A presentation on <u>Enterprise Video Teleconferencing</u> was provided by Ken Adams, DoIT ISM Communications/Technical Operations. Adams stated that video conferencing technology currently uses compressed digital images transmitted over wide area networks or the internet. He described an enterprise gateway with master scheduler. He stated an evaluation of a small/expandable meet-me point including maintenance was possible. The committee indicated an interest in sizing the needs for the State of Nevada. Mark Blomstrom agreed to provide rough estimates for potential unit costs at the next meeting.
  The group discussed the potential for travel and other savings, confidentiality, scheduling controls and other issues and practices.

- Mark Blomstrom covered an update on the <u>Communications Steering Committee.</u>

- The <u>IT Optimization Study</u> status was presented by Dave McTeer. McTeer stated the study will include statewide enterprise licensing. The committee requested periodic updates on information/details as applicable and available.

- The <u>IT Security Update</u> was provided by Randy Potts, CISM. Randy updated the committee on the agencies that have appointed Information Security Officers (ISO) to date. The electronic signatures topic was introduced; the committee asked for a summary presentation on electronic digital signatures and related information at the next meeting.

V Future Issues/New Business

- None at this time

IV WRAP UP

The next meeting of the IT Strategic Planning Committee was scheduled for March 10, 2004. It will be held in the 6th floor HR Conference Room. It was discussed that with new membership other meeting room arrangements may be necessary. Alisanne Maffei to look into another room's availability.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Follow up with identified department heads for Committee participation	Terry Savage
2.	Support prioritization process with DoIT Planning Unit and Budget Office	Alisanne Maffei
3.	Conduct interviews for Enterprise IT Strategic Plan with Directors	Alisanne Maffei
4.	Statewide Interactive Video Teleconferencing Cost Pool rough estimate	Mark Blomstrom
5.	Provide Digital Certificate Authority summary overview	Randy Potts
6.	Notify committee of NSA security training dates	Randy Potts
7.	Evaluate another room's availability; Education Board Room avail	Alisanne Maffei
8.	Collect and publish State Videoconferencing Equipment inventory	Alisanne Maffei

Related Links:

http://ncsc.nv.gov/ Nevada Communications Steering Committee